

# MONTHS SECTION

## Long Beach Council PTA, Inc. 2018 - 2019 Unit Presidents (UPs) Meetings



**Time:** 9:30 am  
**Place:** Head Start Auditorium  
 1260 E. 33rd Street, Signal Hill, CA 90755  
*(Additional parking is located at the TRC)*

Attendance at monthly meetings is part of the responsibility of the Unit President. Vital information and training will be gained by being present at these meetings each month. If you are unable to make it, you should send someone else from your board to represent your unit. Make sure you give them the paperwork that is required to turn in each month to keep your unit in good standing.

Unit Presidents meetings will start promptly at 9:30. Area Advisors will be available by 9:00. If you need to speak with them about issues occurring with your PTA/PTSA, please show up early.

<b>Date</b>	<b>Type of Meeting</b>	<b>Who Should Attend</b>
<b>2018</b>		
<b>August 14<sup>th</sup></b>	Red Book Orientation	All Unit Presidents, Officers & Chairmen
<b>September 11<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>October 9<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>November 13<sup>th</sup></b>	<b>Council Meeting</b>	All Unit Presidents or their representatives & Delegates
<b>2019</b>		
<b>January 8<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>February 12<sup>th</sup></b>	Executive Board (UPs meeting) <i>Founders Day meeting</i> Location to be determined	All Unit Presidents or their representatives, officers, board members & Principals
<b>March 12<sup>th</sup></b>	<b>Council Meeting</b> Election meeting	All Unit Presidents or their representatives & Delegates
<b>April 9<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>May 14<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>June 4<sup>th</sup></b>	<b>Council Meeting</b> <i>In &amp; Out Meeting/Awards</i> Location to be determined	Current president, new president, current board members, new board members & Principals

# Unit Presidents Year at a Glance 2018 – 2019

For more information, see the Red Book (RB) page listed next to the month.

<p><b>August 2018 – RB page:103</b> Red Book Meeting – Aug 14<sup>th</sup> - 9:30</p>	<p><b>September 2018 - RB page:107</b> UPs Meeting – Sep. 11<sup>th</sup> – 9:30 <b>Required:</b> Treasurer’s Report (May-Aug) Unit Treasurer’s Annual Report Year-End Audit (Jan-Jun) <b>Other:</b> Membership Dues 33<sup>rd</sup> Leg. Conference Reservations 33<sup>rd</sup> Fall Meeting &amp; Training Bethune Donations</p>	<p><b>October 2018 - RB page:119</b> UPs Meeting – Oct. 9<sup>th</sup> - 9:30 <b>Required:</b> Treasurer’s Report (Sep) Council Assessment Fee (\$100) Unit Approved Budget Officer, Chairmen &amp; Delegate List Membership Dues <b>Other:</b> 33<sup>rd</sup> Pres. &amp; Admin. Conf. Reservations Bethune Donations</p>
<p><b>November 2018 – RB page:127</b> UPs Meeting – Nov. 13<sup>th</sup> - 9:30 <b>Required:</b> Treasurer’s Report (Oct) State &amp; Federal Taxes RRF-1 Insurance Premium Worker’s Comp <b>Other:</b> Membership Dues Program/Directory Reflections Entries Delegates &amp; Bethune Donations</p>	<p><b>December 2018 – RB page:163</b> No meeting <b>Required:</b> No items due this month <b>Other:</b> Membership Dues</p>	<p><b>January 2019 – RB page:167</b> UPs Meeting – Jan. 8<sup>th</sup> - 9:30 <b>Required:</b> Treasurer’s Report (Nov &amp; Dec) <b>Other:</b> Membership Dues LBCPTA Founders Day Reservations 33<sup>rd</sup> Annual Meeting Reservations 33<sup>rd</sup> Teen Scene Conf. Reservations Sacramento Safari Reservations Reflections Info Sheet Bethune Donations</p>
<p><b>February 2019 – RB page:175</b> UPs Meeting - Feb. 12<sup>th</sup> - 9:30 <b>Founders Day Celebration</b> <b>Other:</b> Membership Dues 33<sup>rd</sup> Free-Will offering 33<sup>rd</sup> Diversity &amp; Inclusion Reservations Bethune Donations</p>	<p><b>March 2019 – RB page:187</b> UPs Meeting – Mar. 12<sup>th</sup> – 9:30 <b>Required:</b> Treasurer’s Report (Jan &amp; Feb) Mid-Year Audit (Jul - Dec) Historian’s Report Budget Update <b>Other:</b> Membership Dues LBCPTA Communications Form 33<sup>rd</sup> Spring Meeting Reservations LBCPTA HS Scholarship Delegates &amp; Bethune Donations</p>	<p><b>April 2019 – RB page:199</b> UPs Meeting – Apr. 9<sup>th</sup> - 9:30 <b>Required:</b> Treasurer’s Report (Mar) 2019 – 2020 Officers Contact Form <b>Other:</b> Membership Dues Teacher of the Year (TOTY) Convention Unit Information Sheet PTA Membership Envelopes Order 33<sup>rd</sup> Calendars Order Bethune Donations</p>
<p><b>May 2019 - RB page: 211</b> UPs Meeting – May 14<sup>th</sup> – 9:30 <b>Required:</b> Treasurer’s Report (Apr) <b>Other:</b> Membership Dues LBCPTA In &amp; Out Reservations 33<sup>rd</sup> Spring Training Reservations Teacher/Community Recog. Form Unit Program Report Form Bylaws Status Form Bethune Donations</p>	<p><b>June 2019 - RB page:225</b> UPs Meeting - June 4<sup>th</sup> – 9:30 <b>In &amp; Out Meeting and Awards</b> Place to be determined</p>	<p><b>July 2019</b> No meeting</p>